Greenfield Public Library

Board of Trustees Meeting

May 16, 2016

Attendees:

Amy Turpin, Martha Rawe, Brenda Shipley, Debbie Rollins, Tabitha Barrow, Jimmy Naville, Hanna Wood and Kate Fabion

The meeting was called to order by Amy Turpin.

Meeting minutes were read by Kate Fabion, Secretary. Motion to accept was made by Hanna Wood, seconded by Martha Rawe. Motion carried.

Treasurer’s report was provided by Martha Rawe. Motion to accept was made by Hanna Wood, seconded by Tabitha Barrow. Motion carried.

Librarian’s Report:

1. Brenda reported that the Annual Report was almost ready to be submitted.
2. Brenda has received money from 5 additional Century Club members, bringing the total to 35 for 2016.
3. Joan, a trainer from Polaris needs names of people who will be helping to barcode so that she can get them set up to use the system. They would like 6 helpers/trainees.
4. Brenda has been weeding books in preparation for the automated system. Brenda reported that she has completed the large print section.
5. Brenda brought to the attention of the board that we need to vote on the non-resident fee for 2016. This is a requirement that we were not aware of prior Brenda mentioning it. Tabitha Barrow made the motion that we continue to use the state’s tax bill formula to calculate the non-resident fee, currently set at $25/family/year. Hanna Wood seconded the motion. Motion carried.

Old Business:

1. A committee met to finalize an official job description for the Reporter/Librarian Aide position. All attending board members reviewed the job description and Martha Rawe made a motion to approve the job description as written. Hanna Wood seconded the motion. Motion carried.
2. Pricing for books available to purchase in the library was discussed. Due to the amount of books being weeded, the board agreed to offer them for $5.00/bag.
3. After discussing it with the family of the donor, Amy advised that the family of Mary Hill thought that she would like the money she recently donated to be put toward children’s books. Tabitha Barrow made a motion to use the donated money to purchase more of the books that the library had been previewing. Hanna Wood seconded the motion. Motion carried.
4. The board discussed the need for more grants due to our dire financial situation. Kate Fabion had mentioned a grant writer in Carlinville and said that she would look again for their information.
5. Homecoming: The board is still working to determine what kind of stand/booth to have at the Triennial Homecoming.
6. Homecoming Raffle: Asking the City council if we could raffle off one of their “free” trips had been discussed in the past. Tabitha advised that Scott told her we would have to go to a meeting and formally request one to raffle.
7. 501 (c)(3)- Cathy Schirz stopped by Amy’s house and told her that the City Council had voted not to allow the library to reach out to the city attorney for help obtaining an 501(c)(3) designation. Tabitha reported that this is incorrect: Scott informed her that there was no vote, only discussion on the ramifications the library might endure if the designation is acquired. The council is concerned about the library’s eligibility for accepting real estate tax money and the like.
8. Due to busy summer schedules, Lego Club/Story Hour is being put on hold. Tabitha recommended that we do “bedtime stories” instead of a Saturday morning program. We will try to find a date that will work for bedtime stories at the library with milk and cookies.

New Business:

1. Amy advised that the library should start collecting patron’s email addresses in preparation for SHARE. She has been advised it is the most efficient way for patrons to order books and be notified of their arrival. It was suggested that we keep index cards on the librarian’s desk for people to complete.
2. Amy presented the need for a survey to analyze the community’s demographics, get technological information for the Per Capita Grant, get input on collection acquisition such as magazines and more. Due to other pressing issues, this was tabled.
3. Cathy Schirz mentioned to Amy that the council was getting information together for the Annual Appropriations Ordinance and we might want to see what had been levied in the past and if we wanted we could talk to an alderman before May 23 meeting for the Annual Appropriations Ordinance. The City council is having a special meeting regarding this matter on May 23. The board sketched out a rough budget and Martha will finalize it to present to the council.
4. Amy thought it might be a nice gesture to offer the library for use during the Triennial Homecoming to the registration committee. Since the library is open anyway for use of the restroom and we’ve made so many improvements this year, the board agreed that we would allow the ladies to use the library to register attendees, as well as have someone set up to sell the library’s calendars.
5. In an effort to increase availability of the library to children and teenagers, Summer hours for 2016 will be:

Monday- 1:00 – 7:00 pm

Tuesday- 11:00 am – 6:00 pm

Wednesday- Closed

Thursday- 11:00 am – 5:00 pm

Friday and Saturday 9:00 am – Noon

A motion was made by Martha Rawe to accept these hours, seconded by Hanna Wood. Motion carried.

Executive Session: Not needed.

Motion to adjourn made by Hanna Wood, seconded by Tabitha Barrow. Meeting adjourned.